



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**ATTORNEY
\$4,886 - \$8,512
LEGAL BRANCH
POLICY APPROVAL BUREAU
SAN FRANCISCO**

RESPONSIBILITIES:

Under general direction of the Assistant Chief Counsel, Policy Approval Bureau, the Staff Counsel will provide a broad range of legal services associated with the administration and enforcement of the California Insurance Code. The incumbent will independently, and in association with others, perform a variety of professional duties and activities, including the following: policy form review and negotiation with insurers, drafting legal research memoranda; both formal and informal; responding to public inquiries; conducting a review and analysis of legislation; promulgating and revising regulations; providing appropriate legal guidance to other parts of the Department; representing the Department and the Commissioner, in outside venues, in meetings, and other activities.

DESIRABLE QUALIFICATIONS:

- Strong background and relevant experience in life and disability insurance contracts
- Familiarity with the Insurance Code and related statutes and regulations
- Familiarity with the California Administrative Procedure Act and experience in conducting administrative hearings
- Transactional experience
- Strong analytical and interpersonal skills
- Excellent written and verbal communication skills; comfort and familiarity with personal computers and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and perform under pressure.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Attorney level, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered.

All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

09/02/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."



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All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Attorney, PSN # 413-231-5778-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Malinda Randolph at (916) 492-3308.

FINAL FILING DATE: September 16, 2015 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD: 678) is required for each recruitment for which you would like to be considered.

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